



WISCONSIN

DEPARTMENT OF WORKFORCE DEVELOPMENT  
Division of Workforce Solutions  
Bureau of Workforce Programs

TO: **Economic Support Supervisors  
Economic Support Lead Workers  
Training Staff  
Child Care Coordinators  
W-2 Agencies**

FROM: Stephen M. Dow  
Employment Support Unit  
Workforce Policy Development Section

SUBJECT: **CHILD CARE DATA COLLECTION  
FOR THE LICENSE / CERTIFICATION DENIAL DATABASE**

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**CROSS REFERENCE:** Operations Memo 01-88  
§ 48.651(2m) & § 48.685(4m)(a), Wis. Stats.  
HFS 12 Wisconsin Administrative Code

**EFFECTIVE DATE:** Immediately

## **PURPOSE**

This memo modifies instructions on this same issue made earlier in Operations Memo 01-88.

## **BACKGROUND**

Since the issuance of Operations Memo 01-88, changes have been made in the data required for the Denial Database. Those changes modify the instructions in 01-88 on page 3, "Time-Frame".

This is how the text originally appeared:

### **TIME FRAME**

Caregiver-related denials, revocations and refusals to renew must be reported to Office of Child Care as follows:

1. Denials done during the period of 10/1/98 to present must be reported by 01/31/02.
2. Certifying agencies must report new cases after the appeal period is exhausted.

### **BWP OPERATIONS MEMO**

No.: 02-09

File: 7110  
7120

Date: 02/01/2002

Non W-2 ☐ W-2 ☐ CC ☒

PRIORITY: Medium

This is how the new, correct text should read:

***TIME FRAME***

Caregiver-related denials, revocations and refusals to renew must be reported to Office of Child Care as follows:

1. Denials done during the period of 10/1/98 to present must be reported by 01/31/02.
2. Certifying agencies must report new **“bar with rehab”** cases **as soon as the denial or revocation decision is made and the denial/revocation letter is sent to the provider. The provider does not have the right to appeal if s/he or someone in the home has been convicted of a serious crime or have been found substantially abusing/neglecting a child. However, this person can apply for rehabilitation review. There is no time line when a rehabilitation review is to be scheduled.**

If a person is denied certification and later approved that s/he is rehabilitated, the rehabilitation review results are entered into the IBIS system by the DHFS legal counsel. The information in the Denial Database will remain in the system even if the rehabilitation review is approved.

**CONTACTS**

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